



DEPARTMENT OF THE ARMY
2ND BRIGADE(BCT), 95TH DIVISION (INSTITUTIONAL TRAINING)
5316 SOUTH DOUGLAS BOULEVARD
OKLAHOMA CITY, OK 73150-3409

REPLY TO
ATTENTION OF:

AFRC-TOK-DCO

S: 08 JUNE 2004

09 MARCH 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Announcement of 2nd Bn, 378th Regt, 2nd Brigade (BCT) Staff Officer Vacancy

1. Reference AR 140-10, Assignments, Attachments, Details, and Transfers.
2. Applications are now being accepted for the following positions as indicated below:

**S2/3, HQ 2ND BN, 378TH REGT, 2ND BDE (BCT), Monroe, LA; GRADE: MAJ;
BRANCH: IM; AOC: 01A. Position available upon selection.**
3. Applicants will possess the following prerequisites:
 - a. Be presently in the grade for the position or selected for promotion.
 - b. Meet the physical fitness and height/weight standards as outlined in AR 350-15 and AR 600-9.
 - c. Have three (3) years of service remaining prior to mandatory removal date (waiverable).
 - d. Must reside within commuting distance (50 miles) of the advertised position vacancy. If, not, the applicant must complete the statement shown at enclosure 4.
4. Applications are to be submitted to this headquarters, ATTN: AFRC-TOK-B-PR(Ms Frances Colbert) to arrive not later than 08 June 2004. The application will consist of the following items:
 - a. A transmittal letter depicting the position for which you desire to be considered. Include both business and home telephone numbers, as shown at enclosure 1.

AFRC-TOK-B-PR

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b. Official photograph IAW AR 640-30 taken within the last twelve (12) months showing applicant in Class A uniform wearing all authorized awards and decorations. Applicant will prepare a standard label and type rank, name, SSN, height, weight, and date. This label will be signed by the applicant and affixed to the reverse bottom of the photograph.

c. Biographical Summary, as shown at enclosure 2.

d. Verified up-to-date copy of DA Form 2B (PQR).

e. DA Form 2-1, signed and dated by the applicant or DA Form 4037 , (Officer Record Brief) for IMA/IRR Officers.

f. Copy of applicants last three (3) Officer Evaluation Reports (OER).

g. Commander's statement shown at enclosure 3.

h. Statement of Travel Distance, if applicable, shown at enclosure 4.

i. The application will be fastened to the right side of a plain manila folder with two prong (Eco) fastener (minus top). A label will be prepared and placed in the left edge of the manila folder with rank and name typed (see example).

5. Application packets may be forwarded directly to this headquarters.

6. Qualified applicants will be notified of the personal interview schedule, if applicable.

7. POC is Ms Frances Colbert, SAA, 405-419-1662, 800-427-6995 EXT 262, Fax 405-419-1615 E-Mail: ColbertF@usarc-emh2.army.mil.

5 Encls

1. Transmittal Ltr

2. Biographical Summary

3. Commander's Statement

4. Travel Statement

5. Sample Packet Arrangement

//ORIGINAL SIGNED//

VINCENT G. STANLEY

Supervisory Staff

Administrator

DISTRIBUTION:

Cdr, 95TH Div (IT) Brigades

Cdr, USARC, ATTN: AFRC-PRO-C, 1401 Deshler Street, Ft McPherson, GA 30330

Cdr, AR-PERSCOM, ATTN: ARPC-OMP-O, 9700 Page Avenue, St Louis, MO 63132-5200

Cdr, 75th Div (EX), ATTN: AFRC-TOK-PR, 1850 Old Spanish Trail, Houston, TX 77054

AFRC-TOK-B-PR

SUBJECT: Announcement of 2nd Bn, 378th Regt, 2nd Brigade (BCT) Staff Officer Vacancy

DISTRIBUTION (Con't)

Cdr, 87th Div (EX), ATTN: AFRC-EAL-PE, 1400 Golden Acorn Dr, Birmingham, AL 35244

Cdr, 78th Div (EX), ATTN: AFRC-TOK-PR, 91 Truman Dr South, Edison, NJ 08817-2487

Cdr, 80th Div (IT), ATTN: AFRC-TVA-O, 6700 Strathmore Rd, Richmond, VA 23237

Cdr, 84th Div (IT), ATTN: AFRC-TWI-AA, 4828 W. Silver Spring Dr, Milwaukee, WI 53218

Cdr, 91st Div (EX), ATTN: AFRC-TOK-PR, Bldg 602, Murray Circle, Ft Baker, CA 94965

Cdr, 98th Div (IT), ATTN: AFRC-TNY, 2035 Goodman St N Rochester, NY 14609

Cdr, 100th Div (IT), ATTN: AFRC-TOK-PR, 3600 Century Div Way, Louisville, KY 40205

Cdr, 104th Div (IT), ATTN: AFRC-TOK-PR, Bldg 987, Vancouver, WA 98661

Cdr, 108th Div (IT), ATTN: AFRC-TOK-PR, 1330 Westover St, Charlotte, NC 28205

Cdr, 63rd RSC, ATTN: AFRC-CCA, 1120 Lexington Dr, Los Alamitos, CA 90720

Cdr, 70th RSC, ATTN: AFRC-TOK-PR, 4575 36th Avenue West, Seattle, WA 98199

Cdr, 77th RSC, ATTN: AFRC-CNY-PRA, Ft Totten, NY 11359

Cdr, 81st RSC, ATTN: AFRC-TOK-PR, 255 W Oxmoor Road, Birmingham, AL 35209

Cdr, 88th RSC, ATTN: AFRC-CMN-PER, 506 Roeder Cr, St Paul, MN 55111

Cdr, 89th RSC, ATTN: AFRC-TOK-PR, 2600 Woodlawn, Wichita, KS 67720

Cdr, 90th RSC, ATTN: AFRC-CAR-PRR, 8000 Camp Robinson Road, N Little Rock, AR 72118

Cdr, 94th RSC, ATTN: AFRC-CMA-PR-P, 695 Sherman Ave, Ft Devens, MA 01433

Cdr, 96th RSC, ATTN: AFRC-CUT, Bldg 103, Salt Lake City, UT 84113

Cdr, 99th RSC, ATTN: AFRC-CPA-, 5 Lobaugh St, Oakdale, PA 15071

Cdr, First US Army, ATTN: AFKA-PR, Ft Gillem, Forest Park, GA 30050-7000

Cdr, Third US Army, ATTN: AFRD-CS, Ft McPherson, GA 30330-7000

Cdr, Fifth US Army, ATTN: AFKB-PR, Ft Sam Houston, TX 78234-7000

Cdr, 19th TAACOM, ATTN: AFRC-TAIA-PE, 225 East Army Post Road, Des Moines, IA 50315

Cdr, 377th TAACOM, ATTN: AFRC-SBLA, 5010 Leroy Johnson Dr, New Orleans, LA 70146

TRANSMITTAL LETTER EXAMPLE

Date

JEFFERSON, Thomas E., 000-000-000, COL

SUBJECT: Announcement of Staff Officer Vacancy

President

HQ, 4th Brigade (CSS) Officer Vacancy Selection Board

ATTN: AFRC-TOK-DXO (Mr. Larry Hall)

8020 Army Drive

Grand Prairie, TX 75051

1. Reference subject memorandum dated (Date), announcing an officer vacancy within the 95th Division (IT). I would like to be considered for the following position:

As advertised in referenced memorandum

2. Under the provisions of AR 140-10 and in accordance with subject memorandum this transmittal letter and the following enclosures are submitted for consideration and review:

- a. Official Photograph
- b. Biographical Summary
- c. DA Form 2B
- d. DA Form 2-1
- f. Officer Evaluation Reports (last 3)
- d. Commanders Statement
- e. Mileage Statement

3. If additional information is required I may be reached at the following telephone numbers: Home-432-555-1212 or Business-432-555-1010

7 Encls
as

THOMAS E. JFFERSON
LTC, IN, USAR

Encl 1

BIOGRAPHICAL SUMMARY

As of _____

JEFFERSON, Thomas Edward, 000-00-0000

Colonel, Infantry, USAR

Date and Place of Birth: 4 July 1940, Jefferson, Iowa

Mandatory Removal Date: 15 March 2000

Home Address: 1700 Shirley Road, North Potomac, Maryland 20878-2200

Home Phone Number: (239) 555-1000

Present Assignment: ARPERCEN, Control Group (Individual Mobilization Augmentee)

Civilian Occupation: Executive Vice President, DFS Corporation
Gaithersburg, Maryland

Business Phone Number: (239) 555-1200 E-Mail: JeffersonT@usarc.mil.com

Enlisted Service:

RA 20 January 1960 – 9 September 1963

Source and Date of Commission or Appointment:
ROTC, 15 March 1964 (Distinguished Graduate)

Total Years of Commissioned Service: _____ **(Active Duty and Active Reserve)**

Over 27 years

Total Years of Service:

Over 31 years

Military Education: **(Resident or Nonresident)**

Year Completed

Educational Degrees:
(School, City, State – degree, major, date)

Year received

1971

J.D. 1985

Decorations, Service Medals, and Badges: **(List by precedence) (year awarded)**

Bronze Star

Meritorious Service Medal with Two Oak Leaf Clusters

19--

**Army Reserve Components Achievement Medal with
Two Oak Leaf Clusters**

Encl 2

JEFFERSON, Thomas E., 000-00-000

As of

Decorations, con't
awarded)

(year

National Defense Service Medal

19--

Vietnam service Medal with Four Bronze Service Stars

Army Service Ribbon

Republic of Vietnam Gallantry Cross with Palm Unit Citation Badge

Republic of Vietnam Campaign Medal

Chronological List of Appointments

2LT USAR 7 Jun 62

1LT AUS 23 Apr 64

CPT USAR 20 Oct 66

MAJ USAR 12 Mar 76

LTC USAR 11 Mar 83

COL **USAR** **10 Mar 88**

Chronological Record of Duty Assignments:	From	To
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(by category in chronological order without abbreviation and use OER dates)

ACTIVE DUTY (show casual status and non-rated periods)

Student, Engineer School, Fort Belvoir	Jun 62	Feb 63
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Casual Status	Feb 63	Mar 63
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Platoon Leader, Company C, 701st Engineer Battalion

USAR – Not on Active Duty

Control Group (Annual Training)	Jan 65	Aug 65
Student, USAR Schools	Sep 65	Feb 67
Control Group (Reinforcement)	Feb 67	May 67

ARNG – Not on Active Duty

Plans & Policy Officer (IMA), Fort Huachuca, AZ	Oct 70	Jan 74
Plans & Policy Officer, 103 rd Corps Support Command Des Moines, Iowa	Jan 74	Feb 79
Executive Officer, 3 rd Battalion, 75 th Field Artillery Houston, TX	Aug 79	Aug 82

USAR – AGR

Personnel Management Officer, Engineer Branch OMPD, RCPAC, St Louis, MO	Aug 82	Oct 86
Staff Officer, Personnel Division, OCAR Washington, D.C.	Oct 86	Mar 88

USAR – Not on Active Duty

Engineer Staff Officer (IMA), Office of the Chief Engineers, Washington, D.C.	Mar 88	Present
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Encl 2

BIOGRAPHICAL SUMMARY, ADDENDUM A
Civilian Occupation

JEFFERSON, Thomas E., 000-00-000

As of _____

Civilian Occupation: Executive Vice President, DFS
Corporation, Gaithersburg, Maryland

Nature, Scope, and Extend of Responsibilities:

Has overall responsibility for design, construction, and marketing of a line of luxury travel trailers sold throughout the United States, Canada and Mexico. Supervises a staff of three vice presidents and has overall responsibilities for 200 employees at three location. Annual operation budget for 1995 is in excess of 9 million. Position requires worldwide travel to customer location

(Signature and Date)

**DO NOT INCLUDE ANY CIVIC OR COMMUNITY
ACTIVITY STATEMENTS ON THIS PAGE**

Encl 2

COMMANDER'S STATEMENT

NAME OF OFFICER _____
(Last, First, MI)

RANK _____ SSN _____ DOB _____

ARMY PHYSICAL FITNESS TEST

Date of last testing: _____
Results (Passed/Failed) _____
If failed, status _____

If an alternate APFT was administered a copy of the profile is attached Yes No NA

Documentation to substantiate cause if APFT not taken due to medical reasons
Yes No NA

WEIGHT STANDARDS:

AGE _____ Current Height: _____ Current Weight _____ Max Allowable Weight _____

*If standards exceeded include either DA Form 5500-R, Body Fat Content Worksheet (Male) or DA Form 5501-R, Body Fat Worksheet (Female), as appropriate. Yes No NA

I certify that I have personally verified all information contained herein.

(SIGNATURE OF OFFICER'S IMMEDIATE COMMANDER)

(TYPED OR PRINTED NAME, GRADE AND DUTY TITLE)

(Date)

Figure A-2-Commander's Statement

Encl 3

STATEMENT OF TRAVEL DISTANCE

Mileage from my home address to the Staff Position being consider is

Approximately _____miles. If selected for assignment, method of

Travel will be by _____.

I will be available to participate in all administrative and MUTA drills,
regardless of distance.

(SIGNATURE)

(TYPED OR PRINTED NAME, GRADE, SSN)

(DATE)

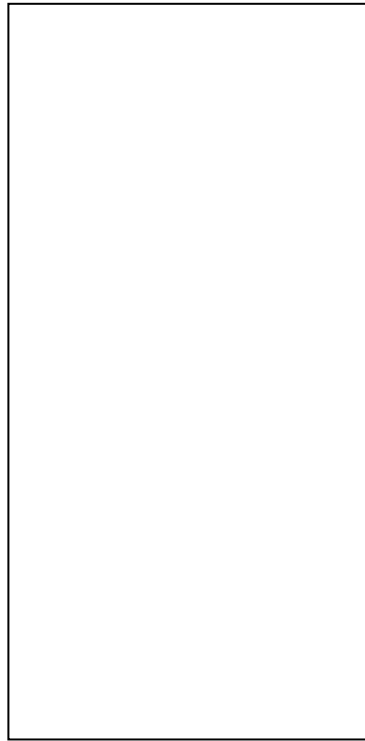
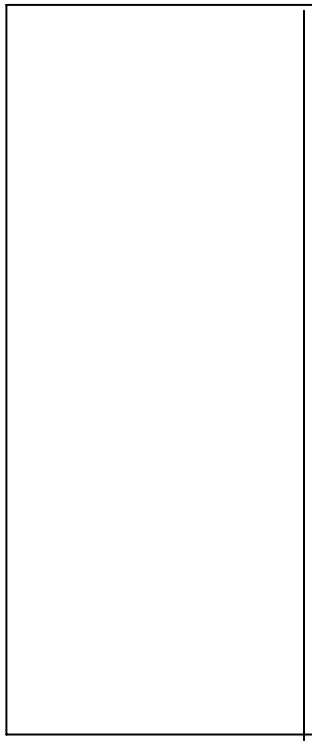
ENCL 4

SAMPLE ARRANGEMENT OF APPLICATION PACKET

Rank, Name, SSN

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LEFT SIDE



Documents will be in a manila folder arranged as follows with the first item shown on top:

a. On the **RIGHT SIDE** under prong fastener w/o top.

- 1) Photograph
- 2) Biographical Summary
- 3) 2B (PQR)
- 4) DA Form 2-1
- 5) Last 3 OER's
- 6) Commander's Statement
- 7) Mileage Statement (if applicable)

b. Stapled on the **LEFT SIDE**. (Staples will be pointed towards the inside of packet)

- 1) Transmittal Letter

Encl 5